

## **ADVERTISEMENT FOR BIDS**

Sealed proposals will be received in the Office of the Purchasing Technician, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834 until 2:00 PM (EDST) on August 8, 2012 and immediately thereafter publicly opened and read for the furnishing of one (1) 56,000 lb. GWVR Cab & Chassis and Articulated Crane.

Instructions for submitting bids and complete specifications will be available in the Office of the Purchasing Technician, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina during regular office hours, which are 8:30AM – 5:00PM Monday through Friday.

Greenville Utilities Commission reserves the right to reject any or all bids.

**SECTION I**  
**GENERAL INSTRUCTIONS FOR FORMAL BIDS**  
**RELATED TO THE PURCHASE OF APPARATUS, SUPPLIES,**  
**MATERIALS, AND EQUIPMENT**

**1.0 NOTICE TO BIDDERS**

Sealed bids, subject to the conditions made a part hereof, will be received in the Office of the Purchasing Technician, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834 until 2:00 PM (EDST) on August 8, 2012, the day of opening. Bids submitted in a fax or e-mail in response to this Invitation for Bids **will not be acceptable**.

**1.1 PRE-BID MEETING** – A Pre-Bid meeting will be held at Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27384 on Tuesday, July 31, 2012 at 10:00 am (EDST).

**1.1.1** The intent of the Pre-Bid Meeting is to allow the bidders an opportunity to ask questions and make clarifications prior to submitting a bid.

**1.1.2** Only portions of the bid/contract will be discussed. Lack of discussion or clarifications of any portion of the bid/contract does not relieve the Bidder from conforming to the provisions of the same.

**2.0 STANDARD FORMS REQUIRED**

Each bidder must submit a proposal on the enclosed bid forms. **The bid must be signed by an authorized official of the firm. Return only the attached Proposal Form. Do not return the Advertisement for Bids, Instructions to Bidders or Specifications.**

**3.0 PREPARATION OF BID**

Bids must be in sealed envelopes clearly marked on the outside with the name of the bid and the bid opening date and time. Bid shall be addressed to PURCHASING TECHNICIAN, GREENVILLE UTILITIES COMMISSION, 401 S. GREENE STREET, GREENVILLE, NORTH CAROLINA 27834.

**4.0 TIME FOR OPENING BIDS**

Bids will be opened promptly and read at the hour and on the date set forth in the advertisement in the Office of the Purchasing Technician, Greenville Utilities Main Office, 401 S. Greene Street, Greenville, North Carolina. Bidders or their authorized agents are invited to be present.

**5.0 DEPOSIT**

A deposit is **NOT** required for this bid.

## **6.0 NC SALES TAX**

Do **not** include NC sales taxes in bid figure; however, Greenville Utilities Commission (GUC) does pay sales tax. Sales tax should be added to the invoice as a separate item.

## **7.0 FEDERAL EXCISE TAX**

GUC is exempt from Federal Excise Tax and will issue a Federal Exemption Certificate upon request to the successful bidder.

## **8.0 EXCEPTIONS TO BE CLEARLY STATED**

If bid is not in strict accordance with Section II, "Specifications," bidder must list or note all exceptions **on the Request for Proposal Form**, otherwise, it is fully understood that the successful bidder will furnish equipment and/or materials exactly as specified. GUC reserves the right to accept or reject bids with noted minor deviations from specifications and to determine the lowest responsible, responsive bid from the standpoint of quality, performance, and price.

## **9.0 EVALUATION AND AWARD OF BIDS**

GUC reserves the right to reject any and all bids, to waive any and all informalities, and to disregard all nonconforming or conditional bids or counter proposals. In evaluating bids, GUC shall consider whether the bids comply with the prescribed requirements, plus all alternates or options requested. GUC reserves the right to include or exclude any option or alternative in GUC's opinion is in GUC's best interests. If a bid is to be awarded, it will be awarded to the lowest responsible, responsive bidder whose evaluation by GUC indicates that the award will be in GUC's best interests. Only firm prices will be considered for award of this bid.

## **10.0 PROMPT PAYMENT DISCOUNTS**

Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it may be considered in the award of the contract.

## **11.0 NUMERICAL ERRORS**

In the case of a discrepancy between a unit price and the extension (the unit price multiplied by the number of units), the unit price governs. In the case where numerical bids are stated both in numbers and in words, the words govern.

## **12.0 BID WITHDRAWAL**

A bidder must notify GUC in writing of its request to withdraw a bid within seventy-two (72) hours after the bid opening, not including Saturdays, Sundays, or holidays. In order to justify withdrawal, the bidder must demonstrate that a substantial error exists and that the bid was submitted in good faith.

## **13.0 MINORITY BUSINESS PARTICIPATION PROGRAM**

GUC has adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal are attesting that they also have taken

affirmative action to ensure equality of opportunity in all aspects of employment, and to utilize M/WBE suppliers of materials and/or labor.

**14.0 DELIVERY TIME**

Delivery time is to be stated and will be considered in the evaluation of bids.

**15.0 MANUFACTURER**

Bidder is to specify the manufacturer of items being quoted.

**16.0 CONTACT INFORMATION**

Questions regarding this bid request should be directed to Bill Darty, Fleet Manager at (252) 551-1515, [dartywe@guc.com](mailto:dartywe@guc.com), Cleve Haddock, Purchasing Technician at (252) 551-1533, [haddocgc@guc.com](mailto:haddocgc@guc.com).

**17.0 TERMS AND CONDITIONS**

**The attached Terms and Conditions apply to all purchases made by Greenville Utilities Commission (GUC) and must be considered as part of the bid proposal.**

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## SECTION II

### GREENVILLE UTILITIES COMMISSION

#### SPECIFICATIONS FOR ONE (1) 56,000 LB. GWVR CAB & CHASSIS

#### AND ARTICULATED CRANE

August 8, 2012

It is the intent of these specifications to set up minimum requirements for one (1) articulating crane mounted behind the cab, on a new current year model, 56,000 lb. GWVR cab and chassis. This unit must be tested to meet or exceed the following minimum specifications.

When the unit is completed the successful vendor shall deliver the unit to Greenville Utilities ready to operate.

All exceptions and variations must be clearly noted on the attached Exceptions/Variation Form. A copy of this form must be signed and returned with the bid package. Failure to clearly identify all exceptions or variations, as determined by and at the discretion of Greenville Utilities, may be cause for rejection of the bid.

Complete descriptive information on all equipment quoted, i.e., articulated crane and accessories, cab-chassis, and adders, shall be provided as part of the bid package at the time of bid opening. Quotations submitted without adequate documentation, as determined by Greenville Utilities, are not acceptable and may be rejected.

Distributors may not quote on any brand of equipment that they have not been representing for a minimum of five (5) years.

#### Articulating Crane

Articulating Crane, mounted behind the cab, with a hydraulic lifting moment of the basic crane unit to be rated at no less than 245050 ft./lbs.; horizontal, hydraulic boom extensions to at least 48' 7" minimum and lifting capacities with the 1<sup>st</sup> boom at horizontal and the 2<sup>nd</sup> boom at 0° elevation at the following minimums:

37,480 lbs. @ 5' 9" (lifting by fixed hook)

15,400 lbs. @ 15' 3"

10,650 lbs. @ 21' 4"

7,810 lbs. @ 27' 11"

6,070 lbs. @ 34' 9"

4,960 lbs. @ 41' 8"

4,070 lbs. @ 48' 7"

Boom Extensions and Cylinders – The crane shall be fully hydraulic in all its functions,

Have at least five (5) hydraulic boom extensions, each powered by an individual cylinder equipped with sequence valves. The individual extension cylinders shall be designed so as to keep the crane as straight as possible during a long extension, in detail, the first extension cylinder shall be as close to the center as possible.

Stabilizers – The stabilizers shall be of the hydraulic out and hydraulic down type; have a minimum/maximum spread of 8' 2". Stabilizers shall be plumbed in such a way that they can only be operated when in view of the operator. A leveling indicator shall be provided at the controls in view of the operator. A four (4) stabilizer system must be used. A stabilizer interlock must be included to prevent boom operation unless outriggers are deployed, and to prevent outriggers from being operated when boom is out of stow position. Manual override to allow movement during maintenance or emergency situations.

Rotation – Crane rotation shall consist of a rack and pinion. The rotation system shall provide a minimum torque of 13,280 ft./lbs. and be capable to rotate a full capacity load against an inclination of 5°. The rotation is non-continuous with 410° rotation.

Side Controls – Side controls shall be provided and located for access from the ground on the street side. The control bank shall be a proportional directional spool valve and handles shall return to neutral when released. Controls must be equipped with main pressure relief valves, individual pressure relief valves per crane function and have a main pressure test port.

Remote Control – A wireless remote must be provided for full boom operations with extra batteries.

Lift and Knuckle Cylinders – Main lift and knuckle cylinders shall be equipped with pilot operated counterbalance valves. The five extension cylinders shall be sequenced and plumbed into a pilot operated counterbalance valve. Stabilizer legs shall be equipped with counterbalance valves.

System Oil – The system oil shall be supplied from a 39 gallon oil tank mounted on the crane and shall have a return filter breather cap with sight and temperature gauges. High pressure filter and oil cooler shall be provided.

Hydraulic System – The hydraulic system is to be equipped with a pressure line filter. A piston pump directly mounted to the transmission PTO shall be provided. The crane will operate off 4570 Psi and 18 GPM.

Hydraulic Oil – The system shall be equipped with the appropriate hydraulic oil.

Overload Safety Device – The crane is to be equipped with an Overload Safety Device (load limiting device) which automatically blocks all crane functions that increase load radius in case of an overload situation. The load shall not drift. All functions that reduce load radius shall remain operable. The crane control station shall have a pressure gauge indicating the range when the overload device shall "kick in". An emergency push button is to be installed at the control station.

Crane Construction – The crane shall be manufactured from high tensile strength steel and be of all welded construction. A cast base or castings at the crane mast are not acceptable. A torque link system shall connect the turret and main boom and also the main boom with the knuckle cylinder and provide a constant lifting movement throughout an arc from below horizontal to the maximum boom angle of 88° vertically.

Winch – A 2,500 lb. winch must be installed under boom.

Other Items – (to be provided/supplied)

- Load Hook, revolving with 35,200 lbs. capacity
- Crane Operational Decals and Load Charts
- Paint Crane – white to match cab
- PTO Pump – installed

**URD Body**

Furnish and install a Heavy Duty Under-Ground Service Body. The body shall be 260" in length and at least 94" wide with three (3) horizontal compartments, equal length and 18" deep X 18" high mounted down the street side of the body. Four (4) under body compartments (largest that will fit) mounted two to the front most part and two to the rear most part of the body, two on each side made of 16 ga. galvanized steel with 10 ga. galvanized tread plate floor. All boxes must be water tight dry boxes. The body shall meet the following specifications:

Curb Side –

- ICC light channel (LED lights)
- Rear Grab Handle and access step on rear curb side of body.
- Front Header
- Wheel Chock Boxes with retainer – two (2) mount on driver's side under body
- Automotive type replaceable door seals
- All doors are to have rubber bumpers or chains
- Drip molding on forward side of doors
- Regular slam door locks and all lockable and keyed alike
- Wiring harness installed
- Body exterior to be primed and painted black
- Four (4) recessed anchor points in floor, located per Fleet Manager capable of anchoring cargo at least twice the weight limit of chassis

**Additional Features and Equipment** (to be provided)

Install platform body

Rear storage compartment with door between rear frame rails

One (1) stirrup step and grab handle on rear of body

3-Point grounding system with 50' of 2/0 cable and storage bracket

Four (4) Sauber outrigger pads (size 18" x 18") – conveniently located pad holders shall be provided

Furnish and install tool circuit with retractable reel with 25' of hydraulic hose and quick disconnects fittings mounted curbside between crane and body. Provide tool circuit at the rear of body with quick disconnect fittings. Furnish a flow control valve.

Heavy Duty T-100 Pintle Hook and safety chain eyes, to be reinforced to chassis frame, 29" to bottom of throat. Rated at 25 tons and marked as such.

Furnish and install brake controller under dash

Trailer light socket; 6-way small round

Install back-up alarm

Dimensions/Model 12/1800N – mounted in the cab with receptacle mounted on the curb side and the rear of the body

Cone holder – mounted as decide on by the Fleet Manager.

Furnish two (2) wheel chocks

Install license plate bracket with light

Furnish and install 10 lb., type A, B & C fire extinguisher and mounting bracket, installed on the curb side

Furnish DOT triangle reflector kit in cab

Deliver completed unit to Greenville Utilities, 801 Mumford Rd., Greenville, NC 27834

Furnish two (2) sets (per unit purchased) of operator/maintenance/parts manuals, include inserts on hydraulic and electrical circuit diagrams.

One (1) day in service/training

### **Paint**

Body, crane and other equipment, as appropriate, shall be painted white to match cab & chassis. The body shall be undercoated. All non-skid walking areas should be painted black.

### **Cab-Chassis**

Articulated crane and all other equipment supplied shall be installed on a new and latest model cab-chassis with the following specifications and features:

CA as needed to support body and crane request

56,000 lb. GWVR, geared for minimum high way speed of 75 MPH

Diesel engine with a minimum of 330 HP, 1000 lb-ft Torque @ 1400 RPM

Automatic Transmission – (Allison 3000, RDS, P), latest generation controls, close ratio, 5-speed with overdrive; On/Off Hwy., includes oil level sensor with PTO provision

Power Steering

Front Axle (non-driving) – 16,000 lb.

Rear Axle/Dual - 40,000 lb., driver control locking differential

Conventional Cab

Air ride driver's seat and manually adjustable passenger seat

Tilt steering column

Cruise control

Front Tires – Two (2) 315/80R22.5

Rear Tires – Four (4) 11R22.5 Traction tires

Wheel Base – As needed C.A.

Brake System – Air with spin on type air dryer (Wabco System Saver 1200)

Exhaust System – Vertical

Heavy Duty Alternator – 12 Volt/110 amp minimum



Dual heavy-duty battery

Radio – AM/FM

Two-speed wiper with intermittent wipe

Turn Signal – front; includes reflectors and auxiliary side turn signals

Minimum 56 gallon step tanks; no slip strut on tank steps

Grab handles to assist cab entry (left and right)

Factory air-conditioning

Cab Heater

West Coast style mirrors with convex mirrors on both sides

Two (2) mounted spotlights with wireless remote control mounted on front header

Two (2) amber strobe lamps over cab, four (4) corner strobes (white) with programmable flash pattern mounted at front and rear corners

ICC light package

Airpax Dimension ADI-12/1800 pure sine wave power inverter mounted in cab under passenger seat facing curb. If no way possible to mount in cab, unit must be mounted in curbside forward most under body box with optional remote control “R” mounted in cab.

Two (2) sets of owner/operator manuals, service manuals, and parts manuals.

Diagnostic software for engine and transmission with interface/translator and cables/hardware to be used with a laptop computer, (USB type) must be provided at time of delivery. Where applicable, annual subscription must be supplied for diagnostic software. Cab and/or chassis software must be provided where applicable. No exceptions will be accepted for diagnostic software. Questions pertaining to software can be directed to Bill Darty, Fleet Manager @ (252) 551-1515.

NOTE: Factory line sheet must be provided on cab-chassis

**Extend vehicle exhaust to left side of body; vertical above cab**

**(PLEASE MAKE SURE THIS REMAINS IN THE CHASSIS SECTION, AS THIS PERTAINS TO THE CHASSIS.)**

### **Warranty**

Two (2) year minimum warranty, parts and labor, on entire unit shall be provided. All warranty service to be no further than 80 miles from Greenville Utilities, 801 Mumford Rd, Greenville, North Carolina. All other standard manufacturer’s warranties shall apply. List optional extended warranties available for unit.

### **Additional Instructions to Bidders**

Delivery time will be strongly considered upon award of bid, and will be Greenville Utilities Commissions option to award based on the proposed delivery time.

Successful bidder shall be required to furnish Greenville Utilities with a written guaranteed delivery date upon receipt of order.

Greenville Utilities shall reserve the right to make a final inspection of units before they go into final painting. Supplier shall contact Jeff Byrd, Electric Distribution Engineer, (252) 551-1568 and Bill Darty, Fleet Manager, (252) 551-1515 at least ten (10) working days prior to units being scheduled for final painting in order for arrangements to be made, if desired. All cost (travel, lodging, etc.) will be included in bid.

Supplier shall contact Jeff Byrd, Electric Distribution Engineer, 252-551-1568 at least ten (10) working days prior to unit being scheduled for painting, in order for arrangements to be made, if desired.

Prospective vendor shall provide, with bid submission, detailed layout drawings and weight distribution calculations. Failure to do so shall disqualify prospective vendor. Shop drawings shall also be issued for approval by the supplier at least thirty (30) days prior to beginning final assembly. Drawings shall be forwarded to Greenville Utilities, P. O. Box 1847, Greenville, North Carolina 27835-1847, Attn: Jeff Byrd, Electric Distribution Engineer.

Completed unit shall be delivered and placed in-service at the Greenville Utilities Operation Center, 801 Mumford Rd., Greenville, North Carolina.

One (1) day of field training of Greenville Utilities personnel in Greenville, North Carolina in the safe and proper use of bidder's equipment shall be provided as part of the bid package; required prior to unit being placed in-service.

One (1) day of field service in Greenville, North Carolina to allow adjustment of unit shall be provided as part of the bid package, as required, in order to achieve optimum performance; required upon request within 90 days of date unit being placed in-service.

**Trade-in**, 1985 Auto Car PT240 (vin# 1WBPCJDXFU099082) with a 1992 effer 44N 5S crane (vin# 11061BB14137)

**SUBMIT BID ON ATTACHED PROPOSAL FORM**

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Vendor Name: \_\_\_\_\_

**GREENVILLE UTILITIES COMMISSION**

**PROPOSAL FORM**

The undersigned bidder hereby declares that it has carefully examined the enclosed detailed specifications for furnishing GUC with the below listed item(s). The undersigned bidder further agrees, if this proposal is accepted within thirty (30) days from the date of the opening, to furnish any or all of the item(s) upon the quoted price.

<b>ITEM NO.</b>	<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>DELIVERY TIME</b>	<b>UNIT PRICE</b>
I	1	56,000 lb. GWVR Cab and Chassis and Articulated Crane	_____	\$ _____
		Trade-in 1985 Auto Car w/effer crane (5-531) Vin# 1WBPCJDXFU099082 chassis Vin# 11061BB14137 crane		\$ _____
		<b>Total Bid</b>		\$ _____

**Method of Award:** Item(s) one, (1) will be awarded as a total bid.

**Complete and Check All Math:** It is the responsibility of the Bidder to extend bid prices and supply a total for all item(s).



Vendor Name: \_\_\_\_\_

**GREENVILLE UTILITIES COMMISSION**  
**EXCEPTION/VARIATION FORM**  
**FOR ONE (1) 56,000 LB. GWVR CAB & CHASSIS**  
**AND ARTICULATED CRANE**

**Provider's Certification:** This is to certify that it is our intent to furnish equipment, material, services, etc. in absolute compliance with the bid specification except where expressly noted below.

**Instructions:** List all exceptions or variations to these bid specifications. Providers shall identify each exception or variation by specification page. The omission of exception or variation information shall be deemed by the Commission as the Provider's intent to absolutely comply with the bid specification. If additional space is required, Provider may reproduce this form as necessary.

<u>Page #</u>	<u>Exception/Variation</u>
_____	_____
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Authorized Signature of Certification: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Firm Represented: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### **SECTION III**

#### **TERMS AND CONDITIONS FOR THE PURCHASE OF APPARATUS, SUPPLIES, MATERIALS, AND EQUIPMENT**

These Terms and Conditions, made and entered into on this the \_\_\_\_\_ day of \_\_\_\_\_, by and between GREENVILLE UTILITIES COMMISSION OF THE CITY OF GREENVILLE, PITT COUNTY, NORTH CAROLINA, with one of its principal offices and places of business at 401 S. Greene Street, Post Office Box 1847, Greenville, Pitt County, North Carolina 27835-1847, hereinafter referred to as "GUC" and \_\_\_\_\_, a \_\_\_\_\_ organized and existing under and by virtue of the laws of the State of \_\_\_\_\_, with one of its principal offices and places of business at \_\_\_\_\_, hereinafter referred to as "PROVIDER";

#### **1.0 TAXES**

No taxes shall be included in any bid prices. GUC is exempt from Federal Excise Tax. GUC is not exempt from North Carolina state sales and use tax or, if applicable, Pitt County sales and use tax. Such taxes shall be shown as a separate item on the invoice.

#### **2.0 INVOICES**

It is understood and agreed that orders will be shipped at the established contract prices and quantities in effect on dates orders are placed. Invoicing at variance with this provision may subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate line item. All invoices must bear the GUC purchase order number. Mail all invoices to Greenville Utilities Commission, Finance Department, P. O. Box 1847, Greenville, NC 27835-1847.

#### **3.0 PAYMENT TERMS**

Payments for equipment, materials, or supplies will be made after the receipt and acceptance of the equipment, materials, or supplies and after submission of a proper invoice. GUC's normal payment policy is thirty (30) days. GUC will not be responsible for any goods delivered without a purchase order having been issued. Payment will be made in U. S. currency only.

#### **4.0 QUANTITIES**

Quantities specified are only estimates of GUC's requirements. GUC reserves the right to purchase more or less than the stated quantities at prices indicated in the submitted Proposal Form based on our actual needs.

#### **5.0 AFFIRMATIVE ACTION**

The Provider will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

## **6.0 CONDITION AND PACKAGING**

Unless otherwise indicated in the bid, it is understood and agreed that any item offered or shipped shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

## **7.0 SAMPLES**

Samples of items, if required, must be furnished free of expense to GUC, and if not destroyed, will, upon request, be returned at the Provider's expense. Request for the return of samples must be made at the bid opening, otherwise, the samples will become GUC's property. Each individual sample must be labeled with Provider's name.

## **8.0 SPECIFICATIONS**

Any deviation from specifications must be clearly pointed out, otherwise, it will be considered that items offered are in strict compliance with specifications, and the Provider will be held responsible. Deviations must be explained in detail. **The Provider shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**

## **9.0 INFORMATION AND DESCRIPTIVE LITERATURE**

Providers are to furnish all information requested. Further, as may be specified elsewhere, each Provider must submit with its proposal: cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid does not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.

## **10.0 AWARD OF CONTRACT**

As directed by statute, qualified bids will be evaluated and acceptance made of the lowest responsible, responsive bid most advantageous to GUC as determined upon consideration of such factors as prices offered, the quality of the article(s) offered, the general reputation and performance capabilities of the Provider, substantial conformity with the specifications and other conditions set forth in the bid, the suitability of the article(s) for the intended use, the related services needed, the date(s) of delivery and performance, and such other factors deemed by GUC to be pertinent or peculiar to the purchase in question.

Acceptance of the order includes acceptance of all terms, conditions, prices, delivery instructions, and specifications as shown on this set of Terms and Conditions and in this order or attached to and made a part of this order.

The conditions of this order cannot be modified except by written amendment in the form of "Amended Purchase Order," which has been approved by GUC's Purchasing Technician.

In the event of a Provider's failure to deliver or perform as specified, GUC reserves the right to cancel the order or any part thereof, without prejudice to GUC's other rights. The Provider agrees that GUC may return part of or all of any shipment at Provider's expense. GUC may charge the Provider with all reasonable expenses resulting from such failure to deliver or perform.

## **11.0 MEDIATION/BINDING ARBITRATION**

In the event of any dispute between the Parties, the Parties agree to submit any dispute to non-binding mediation before a mutually agreeable Mediator prior to initiating litigation. If the Parties are unable to agree upon a Mediator within thirty (30) days after demand therefore, either Party may petition a Court of competent jurisdiction for the designation of a qualified Mediator for these purposes. Each Party shall bear its own costs and expenses of participating in the mediation (including, without limitation, reasonable attorneys' fees), and each Party shall bear one-half (1/2) of the costs and expenses of the Mediator. Unless otherwise agreed, the Parties will hold the mediation in Greenville, North Carolina. The matters discussed or revealed in the mediation session shall not be disclosed in any subsequent litigation.

In the event the matter is not resolved in mediation, either Party may request arbitration. The parties shall jointly select an Arbitrator, and shall be bound by the decision of the Arbitrator with respect to any dispute between the parties with respect to this Agreement. If the parties are unable to mutually agree upon an Arbitrator, the Parties shall each select an Arbitrator, and the two Arbitrators so selected shall select a third Arbitrator, and the decision of the majority of the Arbitrators shall be conclusive and binding upon the Parties. The Parties at all times agree to equally split the costs of any Arbitrator(s) selected in an effort to resolve the dispute between the Parties. Any party desiring to resolve a dispute under the terms of this Agreement shall notify the other Party in writing, and the Parties shall seek to agree upon a mutually agreed-upon Arbitrator within a period of ten (10) days from the date of such written demand. If the Parties are unable to agree within such ten (10) day period, the Parties shall each select an Arbitrator, and the two (2) Arbitrators so selected shall select a third Arbitrator within fifteen (15) days from the date of the written demand for arbitration, and a decision shall be rendered by the Arbitrator(s) so selected within five (5) days after such Arbitrator(s) is selected.

## **12.0 GOVERNMENT RESTRICTIONS**

In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship, or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the successful Provider to notify the GUC Purchasing Technician, at once, indicating in its letter the specific regulation which required such alterations. GUC reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or, in the sole discretion of GUC, to cancel the contract.

## **13.0 INSURANCE**

**13.1 Coverage** – During the term of the contract, the Provider at its sole cost and expense shall provide commercial insurance of such type and with the following coverage and limits:

**13.1.1 Workers' Compensation** – The Provider shall provide and maintain Workers' Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$1,000,000 each accident, covering all Provider's employees who are engaged in any work under the contract. If any work is sublet, the Provider shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.



**13.1.2 General Liability** – Commercial Liability Coverage written on an “occurrence” basis in the minimum amount of \$1,000,000 per occurrence.

**13.1.3 Automobile** – Automobile Liability Insurance, to include coverage for all owned, hired, and non-owned vehicles used in connection with the contract with a minimum combined single limit of \$1,000,000 per accident.

**13.2 Requirements** - Providing and maintaining adequate insurance coverage is a material obligation of the Provider. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized to do business in North Carolina by the Commissioner of Insurance. The Provider shall at all times comply with the terms of such insurance policies and all requirements of the insurer under any of such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Provider shall not be interpreted as limiting the Provider’s liability and obligations under the contract. It is agreed that the coverage as stated shall not be canceled or changed until thirty (30) days after written notice of such termination or alteration has been sent by registered mail to GUC’s Purchasing Technician.

#### **14.0 PATENTS AND COPYRIGHTS**

The Provider shall hold and save GUC, its officers, agents, and employees, harmless from liability of any kind, including costs and expenses, including reasonable attorney fees, on account of any copyrighted articles or any patented or unpatented invention, device or appliance manufactured or used in the performance of this contract.

#### **15.0 PATENT AND COPYRIGHT INDEMNITY**

The Provider will defend or settle, at its own expense, any action brought against GUC to the extent that it is based on a claim that the product(s) provided pursuant to this agreement infringe any U.S. copyright or patent; and will pay those costs, damages, and attorney fees finally awarded against GUC in any such action attributable to any such claim, but such defense, settlements, and payments are conditioned on the following: (1) that Provider shall be notified

promptly in writing by GUC of any such claim; (2) that Provider shall have sole control of the defense of any action on such claim and of all negotiations for its settlement or compromise; (3) that GUC shall cooperate with Provider in a reasonable way to facilitate the settlement of defense of such claim; (4) that such claim does not arise from GUC modifications not authorized by the Provider or from the use of combination of products provided by the Provider with products provided by GUC or by others; and (5) should such product(s) become, or in the Provider’s opinion likely to become, the subject of such claim of infringement, then GUC shall permit Provider, at Provider’s option and expense, either to procure for GUC the right to continue using the product(s), or replace or modify the same so that it becomes non-infringing and performs in a substantially similar manner to the original product.

## **16.0 EXCEPTIONS**

All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a Provider's response will be waived and have no effect on this Request for Proposal or any other contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a Provider may be grounds for rejection of the Provider's proposal. The Provider specifically agrees to the terms and conditions set forth in this set of Terms and Conditions by affixing its name on the signatory page contained herein.

## **17.0 CONFIDENTIAL INFORMATION**

Except as provided by statute and rule of law, GUC will keep trade secrets which the Provider does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Provider. Cost information shall not be deemed confidential. The determination of whether a matter is confidential will be determined by North Carolina law.

## **18.0 ASSIGNMENT**

No assignment of the Provider's obligations or the Provider's right to receive payment hereunder shall be permitted without the express written consent of GUC, provided however, upon written request approved by the GUC Purchasing Technician, solely as a convenience to the Provider, GUC may:

- Forward the Provider's payment check directly to any person or entity designated by the Provider, and
- Include any person or entity designated by Provider as a joint payee on the Provider's payment check.
- In no event shall such approval and action obligate GUC to anyone other than the Provider, and the Provider shall remain responsible for fulfillment of all contract obligations.

## **19.0 ACCESS TO PERSON AND RECORDS**

GUC shall have reasonable access to persons and records of Provider as a result of all contracts entered into by GUC.

## **20.0 INSPECTION AT BIDDER'S SITE**

GUC reserves the right to inspect, at a reasonable time, the item, plant, or other facilities of a prospective Provider prior to contract award and during the contract term as necessary for GUC's determination that such item, plant, or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract. Provider may limit GUC's access to restricted areas.

## **21.0 AVAILABILITY OF FUNDS**

Any and all payments of compensation of this specific transaction and any continuation or any renewal or extension are dependent upon and subject to the allocation of GUC funds for the purpose set forth in this Agreement.

## **22.0 GOVERNING LAWS**

All contracts, transactions, agreements, etc., are made under and shall be governed by and construed in accordance with the laws of the State of North Carolina.

## **23.0 ADMINISTRATIVE CODE**

Bids, proposals, and awards are subject to applicable provisions of the North Carolina Administrative Code.

## **24.0 EXECUTION**

In the discretion of GUC, failure of a duly authorized official of Provider to sign the Signatory Page may render the bid invalid.

## **25.0 CLARIFICATIONS/INTERPRETATIONS**

Any and all questions regarding these Terms and Conditions must be addressed to the GUC Purchasing Technician. Do not contact the user directly. **These Terms and Conditions are a complete statement of the parties' agreement and may only be modified in writing signed by Provider and the GUC Purchasing Technician.**

## **26.0 SITUS**

The place of all contracts, transactions, agreements, their situs and forum, shall be North Carolina, where all matters, whether in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

## **27.0 TERMINATION OF AGREEMENT**

GUC or Provider may terminate this Agreement for just cause at any time. Provider will be paid for all time and expenses incurred as of the termination date. Termination for just cause by either party shall be by certified letter and shall be effective thirty (30) days after signed and acknowledged receipt of said letter. Just cause shall be based on reasonable grounds, and there must be a fair and honest cause or reason for such action. The causes for termination, include, but are not limited to: (1) Provider's persistent failure to perform in accordance with the Terms and Conditions, (2) Provider's disregard of laws and regulations related to this transaction, and/or (3) Provider's substantial violation of the provisions of the Terms and Conditions.

## **28.0 DELIVERY**

**Shipments will be made only upon releases from a purchase order issued by GUC in accordance with GUC's current needs.**

Delivery of all equipment, materials, or supplies shall be made Free on Board (FOB) GUC Warehouse, 801 Mumford Road, Greenville, North Carolina 27834, unless otherwise specified. The agreed price for such equipment, materials, or supplies shall include all costs of delivery and ownership, and risks of loss shall not be transferred from Provider to GUC until express written acceptance of delivery and inspection by GUC. Delivery hours are between 8:00 AM and 4:30 PM Monday-Friday only. **GUC's purchase order number is to be shown on the packing slip or any related documents.** GUC reserves the right to refuse or return any delivery with no purchase order number or which is damaged. GUC will not be charged a restocking fee for any delivery which is refused or returned.

## **29.0 INDEMNITY PROVISION**

Provider agrees to indemnify and save GREENVILLE UTILITIES COMMISSION of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, its co-owners, joint venturers, agents, employees, and insurance carriers harmless from any and all losses, claims, actions, costs, expenses including reasonable attorney fees, judgments, subrogations, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property of whatsoever nature of any person arising out of or incident to the performance of the terms of this Contract by Provider, including, but not limited to, Provider's employees, agents, subcontractors, and others designated by Provider to perform work or services in, about, or attendant to, the work and services under the terms of this Contract. Provider shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, directly, solely, and proximately caused by the negligence of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina. Insurance covering this indemnity agreement by the Provider in favor of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, shall be provided by Provider.

## **30.0 FORCE MAJEURE**

Neither party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of such party. In any such event of force majeure, the parties shall advise each other of such event, and the parties shall negotiate an equitable adjustment to their respective obligations under this Agreement.

## **31.0 WARRANTY(IES)**

The Provider hereby includes all warranties, whether expressed or implied, including, but not limited to, the Implied Warranty of Merchantability and the Implied Warranty of Fitness for a Particular Purpose.

### **32.0 INTEGRATED CONTRACT**

These Terms and Conditions, Instructions to Bidders, Specifications, and the selected Provider's bid represents the entire contract between the Parties. No verbal or other written agreement(s) shall be held to vary the provisions of this Agreement.

### **33.0 CONTRACT PROVISIONS**

Each of the provisions of these Terms and Conditions shall apply to the full extent permitted by law, and the invalidity in whole or in part of any provision shall not affect the remainder of such provision or any other provisions.

### **34.0 NOTICES**

Notices to the Parties should be sent to the names and addresses specified below:

Cleve Haddock  
Purchasing Technician  
Greenville Utilities Commission  
P.O. Box 1847  
Greenville, NC 27835-1847

Bill Darty  
Fleet Manager  
Greenville Utilities Commission  
P.O. Box 1847  
Greenville, NC 27835-1847

Vendor Specified on Page 1 of Section III when awarded.

GREENVILLE UTILITIES COMMISSION

By: \_\_\_\_\_  
Anthony C. Cannon

Title: General Manager/CEO  
(Authorized Signatory)

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Name (Print): Amy Carson Quinn

Title: Executive Secretary

Date: \_\_\_\_\_

(OFFICIAL SEAL)

COMPANY NAME:

By: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_  
(Authorized Signatory)

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: Corporate Secretary

Date: \_\_\_\_\_

(CORP. SEAL)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

By: \_\_\_\_\_  
Jeff W. McCauley

Title: Chief Financial Officer

Date: \_\_\_\_\_

APPROVED AS TO FORM AND LEGAL CONTENT:

By: \_\_\_\_\_  
Phillip R. Dixon

Title: Commission Attorney

Date: \_\_\_\_\_